



## CLIFTON CARE SCHEME VOLUNTEERS' DATA PROTECTION

**Overview** – Clifton Care Scheme (CCS) provides local transport, companionship and small jobs' assistance with your help. In order to provide these services, we need to keep and use some of your personal data and you need to process the data of our clients as detailed in this document.

**Personal Data** – We hold your name, address, phone numbers and email address. This information is held by the CCS committee and in the phone holders' file so that volunteer/client booking arrangements may be made. We will not share your data with any third parties outside of CCS without your permission unless the information is required in a medical emergency.

**Client personal data** – It is very important that you only use the data provided i.e. contact name and location details, for the purpose of arranging and completing the task and you must keep it secure. The clients' data must not be shared with anyone except in a medical emergency and please delete it once the task is completed. You **MUST NOT** retain the personal data of clients and CCS cannot accept any responsibility for the sharing of data within a personal capacity.

**Updates and News** – Other than arranging with you to assist clients, we would like to request your consent to contact you to provide community related updates. Please indicate any means of communication you consent to being contacted by for the purposes of news and updates via:

- Phone YES/NO
- Email YES/NO
- Mail YES/NO

**Withdrawing Consent and Retention of Your Data** – You may withdraw your consent at any time by contacting the Chair or Secretary and your data would then be deleted/destroyed. If we haven't had any communication from you for a period of 6 months we will assume you no longer wish to volunteer and would delete your data. However, you would be welcome to re-join later.

**Any Changes** – Please ensure that you update us of any changes to personal information, relevant to CCS. If there are any changes to the way that we process your data or that of clients, we will contact you to inform you and regain your consent and/or agreement.

**Concerns and Complaints** – If you have any concerns about the way your personal data is being processed by CCS please contact one of the following:

Judith Hagger	Co-Chair	<a href="mailto:jmhagger@hotmail.com">jmhagger@hotmail.com</a>	07710 462296
Linda Patch	Co-Chair	<a href="mailto:lindadaisy43@gmail.com">lindadaisy43@gmail.com</a>	07910 985877
Pat Wisby	Secretary	<a href="mailto:patwisby@btinternet.com">patwisby@btinternet.com</a>	07963 012396

I have read, understood and consent to the procedures outlined above:

Name: .....

Signed: .....

Date: .....

Email address: .....